

Case Management
CM / ECF
 Electronic Case Files

UNITED STATES BANKRUPTCY COURT
 FOR THE SOUTHERN DISTRICT OF IOWA

Image/Scan a Document

The following provides basic steps for scanning and saving a document using Adobe Acrobat. To accomplish this you must have Adobe Acrobat Writer installed. In some instances, steps may be eliminated or different dependent on the scanning software you use and the configuration of your system.

Step 1	<p>Open the Acrobat Exchange program and click on the File drop down menu.</p> <p>Select the Import option and then click on Scan.</p> <p>Note: If using Adobe Acrobat 3.0/3.1, click on the File drop down menu and then select Scan option.</p>
Step 2	<p>Select the type of document to image. One or more of the following options may appear:</p> <ul style="list-style-type: none"> • Single-sided page [one page only] • Single-sided stack [multiple pages] • Double-sided page [one page only] • Double-sided stack [multiple pages]
Step 3	<p>Click on Scan after making a selection from Step 2.</p> <p>Note: If your scanning software only allows scanning of a single-sided page and you are scanning multiple pages or a double-sided document, following instructions above for each page of the document. Each page is added to the end of the document. DO NOT save the document until all pages are scanned.</p>
Step 4	<p>A window appears to select desired scanning settings. You can also preview the document. Click on Preview.</p> <p>Note: Set resolution at 300dpi.</p> <ul style="list-style-type: none"> • After selecting scanning settings, click Scan. • Once scanning process is complete, the document displays on the screen. Verify the document. • If document is not acceptable, close without saving and begin the scanning process again. If only a part of a multi-page document is unacceptable, save the document and the unacceptable pages may be re-scanned and then replaced. <p>Note: For multiple page documents scanned using the single-sided page option, each pages display individually before scanning the next page. Verify each page individually.</p>

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Step 5	After verification, Save the document. Click on File drop down menu and select the Save As option.
Step 6	In the Save As dialog box, select the drive and folder to save the document.
Step 7	Assign the filename to the document in the File name window. <ul style="list-style-type: none">• Be sure the Save as type window shows Acrobat (*.pdf)• Be sure the optimize box is checked.
Step 8	The imaged/scanned document can now be filed electronically or moved to a disk.